



MAHATMA GANDHI VIDYAMANDIR, NASHIK

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VACANCIES

Applications are invited from eligible and aspiring candidates in following Department in Mahatma Gandhi Vidyamandir's Head Office at Nashik.

| Sr. No. | Designation | Vacant Post | Qualification & Experience | Job Description |
|----------------|--|--------------------|--|--|
| 1 | Administrative Officer - International Relations | 01 | M.B.A., Minimum 3 Years Experience. | Liaison with diverse organizations within and outside education sector. MOU's & collaborations with international universities |
| 2 | Administrative Officer - Training Officer | 01 | M.B.A., Minimum 3 Years Experience. | Identification of training needs, development of training modules, effective networking and communication with various stakeholders, presentations and documentation |

- ❖ Qualification may be relaxed in case of experienced & deserving candidates.
- ❖ Salary will be attractive & commensurate with qualification & experience.
- ❖ Existing employees will also be eligible to apply if they find themselves suitable for any of the above posts.
- ❖ Knowledge of computers is a must.
- ❖ Eligible & Competent candidates should submit their resume/applications in pdf format to **info@mgvnashik.org** within 7 days from the date of publication of this advertisement.

For more information visit us :-

website : **www.mgv.org.in**
Facebook : **MahatmaGandhi Vidyamandir**
Instagram : **Mahatma Gandhi Vidyamandir mgvs_nashik**
Linkedin : **MAHATMA GANDHI VIDYAMANDIR**
Twitter : **@MVidyamandir**

DR. AAPORVA PRASHANT HIRAY

Co-ordinator

DR. PRASHANT V. HIRAY

General Secretary

Place: Nashik

Date : 29/07/2021

International Relations Office

The International Relations Office (IRO) is being established to facilitate mutually beneficial international academic exchange and collaboration between MGV Trust Institutions and foreign Universities /Institutions. IRO will pro-actively establish International partnerships by assisting/facilitating drawing up of MOUs/ agreements between MGV Trust Institutions and International institutions as well as developing proposals for collaboration, and providing the necessary administrative institutional support to operationalizing these partnerships and collaborations. It is important to note that, one of the main missions of MGV Trust Institutions is to support and actively engage for Internationalizing Higher Education.

Objectives:

- To facilitate and enhance the global visibility and profile of MGV Trust,
- To develop, coordinate and strengthen International linkages To initiate strategic cooperation between MGV Trust& International Institutions and universities
- To facilitate, assist and help International students in all their academic pursuits,
- To facilitate and assist Indian Faculty and Staff to progressively increase the scope of the Study in India Programme and Study Abroad Programme,
- To provide a base to assist International and Indian scholars for career advancement and contribute towards enhancing bilateral relations

The International Office will play an important role in operationalizing regular mobility programs and prestigious fellowships/ scholarships. The office is upgrading its skills to develop newer programs and handle multiple activities.

MGV Trust Institutions needs to sign MOUs with some of the best institutions around the world and established linkages with Universities and Institutions in Asia, Africa, Europe, Australia and North America. IRO will play an important role in liaising with various internal departments to facilitate the exchange of students/ faculty/ staff members between MGV Trust Institutions and outside Universities, or students/ individuals/ researchers seeking admission/ affiliation at the Institute.

Through Global Partnerships and Programmes that are part of the Institutions commitment towards engaging and learning from a diverse student body, it will actively collaborate with top universities and consortiums which includes numerous incoming student/ faculty exchange and 'Study Abroad' programmes with reputed International Higher Education Institutions with co-teaching and credit sharing. Joint research, student exchange, faculty professional development and institutional capacity building are various facets of these connections.

We need to send abroad MGV Trust students to complete an academic semester at the respective university abroad. This will give a wonderful experience and exposure in terms of the learning's our students will gain at these partner Universities in developing a new perspective and exposure to Foreign research realities. This exchange will be able to accommodate them and facilitate meaningful learning through our interdisciplinary and transnational teaching programme. Facilitating international mobility acts as a positive social multiplier.

Experience: Minimum of 5 years of relevant work experience, including professional editorial experience and experience working with an Institute in the International Relations Department.

Educational qualification: Masters Degree in International Relations, Political Science, Engineering, Public Policy or any related field.

Attributes required:

- Excellent communication (written and oral) and interpersonal skills.
- Ability to analyze, condense, simplify, and contextualize MOUs with legal issues explained simply
- Instinct for organizing ideas and presenting them to the Trust members
- Ability to work both independently with a strong sense of initiative, discipline and self- motivation and with a team, while keeping a solution-oriented attitude.

Skills required:

- Strong analytical skills to evaluate and express contemporary issues.
- Understanding of global events and phenomena.
- Strong ability to establish priorities multitasks and work within tight timelines.
- Competency in online and social media, multimedia content preferred.
- Highly organized and detail oriented.
- Experience in writing, content management, and research.

- Strong understanding and enthusiasm towards managing international Relations Office. Experience in working with international organisations and in a multicultural environment;